



# VISITORS POLICY

Policy written by Claire Hughes on 9<sup>th</sup> August 2024 with reference to guidelines from KCSIE and Notts CC.

We are committed to reviewing our policies and procedures annually. Reviewed: **Aug25**

Please read in conjunction with the following policies: Recruitment; Safeguarding; Equal Opportunities; Belonging; Child Protection; Health and Safety, Intruders; Code of Conduct; Whistleblowing;

Woodland Nurture's overarching priority is to **keep all participants safe at all times.**

This Policy shall be applied during all Woodland Nurture sessions.

## **All staff**

- *have a responsibility to provide a safe environment in which children can learn.* (DfE Keeping Children Safe in Education 2024 page 7)
- have a responsibility to ensure that visitors to the school are properly welcomed and managed safely within the setting.
- must read and refer to this guidance and understand how it applies to all visitors equally, including VIPs.

## **Arranging a Visit to the setting:**

- As owner and manager of Woodland Nurture, Claire has ultimate responsibility for implementing the guidance for managing visitors to the setting.
- Staff will inform Claire of any visitors that may be attending the setting, giving as much notice as possible.
- Prior to agreeing on a visit, senior leaders will undertake an assessment to ensure:
  - safeguarding requirements are being met
  - there is education value to the visit
  - the age appropriateness of what is going to be delivered
  - whether relevant checks will be required
  - whether risk assessments are required
  - the reputation of the school and the visitor

## **Procedures for ALL visitors**

- Wherever possible, visits to Woodland Nurture should be pre-arranged.
- All Visitors will be sent this policy prior to visiting.
- The directions in the appendix will also be sent to the visitor(s) with the direct request that:
- All visitors must phone Claire Hughes on 07866882425 (or if there is no signal email [claire@woodlandnurture.co.uk](mailto:claire@woodlandnurture.co.uk)) when they arrive at the car park and NOT enter the setting via any other entrance.
- Alternatively they can call Kate Storey on 07566241412
- Claire will then either meet and greet in the car park or invite the visitors to walk up the path where Claire or another member of staff will meet and greet at the edge of the Orange Zone (by the composting toilet)
- At the meet and greet, all visitors should explain the purpose of their visit and who has invited them.
- They should be ready to produce formal identification/ show their photo ID card .
- All visitors will be asked to sign the visitors' record book.
- A visitor's badge should be worn and displayed prominently.
- Visitors will then be escorted to their destination, be it the Orange or Yellow Zone, and introduced to the Forest School Leader in charge of the session.
- A member of staff should accompany all visitors. Visitors must not be alone with children unless this is a legitimate part of their role for example a social worker seeing a child and senior staff have confirmed that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks).
- If visitors find they are alone with pupils/children, they should report to a member of staff or reception. This should be explained to visitors.
- On departing the setting, visitors should inform Claire Hughes or the leading Forest School Leader that they are leaving, sign out, return their visitor badge and be seen to leave the premises. Usually this will mean being escorted to the car park.
- Claire, as Manager and DSL will check the signing in and out records regularly to monitor compliance with these procedures. Should any shortfalls be found, these should be addressed as a matter of urgency, to ensure children and visitors to Woodland Nurture are kept safe.

## **Raising awareness of visitor safety with children**

Pupils should be reminded on a regular basis and especially prior to any VIP or celebrity visits that they should remain with a staff member and not wander off/ leave an area which is not supervised by a member of staff. They should also be reminded of any other relevant actions identified by a risk assessment relating to the visit. They should be encouraged to tell a member of staff if they see a person in the setting who is not a staff member.

### **Concerns related to a visitor**

Pupils, staff, and parents should report concerns related to a visitor to Claire Hughes as Owner and DSL or Kate Storey in Claire's absence.

*Further details can be found in Part Four Section One and Two of KCSIE 2024.*

Any issues regarding the suitability of visitors to the setting should be noted by Claire as the designated person for safeguarding.

If the behaviour of a visitor causes safeguarding concerns the designated person for safeguarding should contact the Nottinghamshire Safeguarding Children in Education Officer (SCIEO) for advice and where the adult's behaviour has caused harm or risk to a child, the Local Authority Designated Officer (LADO).

### **Unknown, uninvited, or malicious visitors to the setting**

Any visitor to the setting who is not wearing an identity badge should be challenged politely by staff and escorted to reception to sign the visitor's book and be issued with an identity badge. Failure to comply should result in them being asked to leave the site and Claire Hughes to be informed. In extreme circumstances or if the person refuses to leave, the police could be called.

### **Types of visitors**

There are several different types of legitimate visitors to Woodland Nurture:

- Visitors who attend the setting in connection with children and who have a professional role i.e., employees of County Council Children and Family Services such as social workers, educational psychologist, SEND officers, NCC HR officers, SCIEO, Officers from the Fair Access team, TETC team or other support workers or health related professionals.
- Visitors attending to work with children in roles such as Occupational Therapists
- Visitors who attend the setting in connection with the woodland, grounds, or equipment i.e. contractors, maintenance staff or woodland managers.
- VIPs - Very Important People
- Other legitimate visitors i.e. parents, parent helpers, teaching assistants
- Organisations which have input to the curriculum, learning and support, for example, the fire service; police service; occupational psychologists; ecologists; wildlife managers.

### **Special categories of visitor**

#### **1 VIPs**

A VIP is usually an external visitor of importance or influence who commands special treatment:

- Royalty and Royal Representatives

- Government (Members of Parliament, including government ministers and politicians)
- Diplomats and Senior Public Servants
- Chairpersons/ Chief Executives Officers of major companies and organisations
- Senior Officers from Charitable Trusts
- Religious leaders
- Civic and local community leaders
- Notable academics, Olympians, Authors, high profile prize winners and those with celebrity status, in particular areas such as sport, music, the arts, media including celebrities and who are likely to inspire others.

### **Important considerations for VIP visits**

An invitation to a VIP should be made in advance with sufficient time to enable appropriate planning for a safe and successful visit recognising how the visit will be hosted and importantly who will be escorting and supervising the visitor at all times.

In general terms VIPs should be treated in a very similar way to any other visitor but a degree of common sense should prevail e.g., it is unlikely that the King or another senior member of the Royal Family would be expected to show, or wear ID. Members of their entourage though should be expected to follow normal procedures.

All VIPs and any entourage should be accompanied at all times by a member of staff.

## **2 Council staff and agencies**

Nottinghamshire County Council/Nottingham City/Other Council staff who visit Woodland Nurture and who have unsupervised contact with children will have had an appropriate DBS check conducted by their employing service. If the nature of their work requires it, the service will also have applied the requirements of the Childcare Disqualification regulations. In these circumstances the statutory guidance says:

*'Schools and colleges must obtain written notification from any agency, or third-party organisation, that they have carried out the checks on an individual who will be working at the school or college that the school or college would otherwise perform. In respect of the enhanced DBS check, schools and colleges must ensure that written notification confirms the certificate has been obtained by either the employment business or another such business. Where the position requires a children's barred list check, this must be obtained by the agency or third party by obtaining an enhanced DBS certificate with barred list information, prior to appointing the individual.'*

**This policy is to be regarded as the 'written notification' required by the guidance.**

Identification from visitors to confirm that they do indeed work for the Council/agency will still be required.

Nottinghamshire County Council provides written confirmation that all staff who visit school in a professional capacity have had the appropriate safer working checks completed by the council. The letter is available [here](#) for schools to download and retain with their Single Central Record (SCR).

### 3. Contractors

The statutory guidance in KCSiE 24, from paragraph 296 states:

*Where schools and colleges use contractors to provide services, they should set out their safeguarding requirements in the contract between the organisation and the school or college.*

**As such, we will:**

- ensure that any contractor, or any employee of the contractor, who is to work at Woodland Nurture **when there are children present** has been subject to the appropriate level of DBS check.
- Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including children's barred list information).
- For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children's barred list information) will be required.
- In cases where the contractor does not have opportunity for regular contact with children, it is up to Claire Hughes as owner and DSL to decide on whether a basic DBS disclosure would be appropriate.
- Under no circumstances should a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children.
- Claire Hughes is responsible for determining the appropriate level of supervision depending on the circumstances.
- If an individual working at a Woodland Nurture is self-employed, Claire Hughes should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.
- Staff who meet and greet contractors should always check the identity of contractors on arrival at the school or college.
- For woodland maintenance contractors, Woodland Nurture will establish a formal agreement regarding access to specific areas of the woodland. Any DBS checks required should be completed before the contractor begins work in the setting. Work

will usually take place when there are no children attending, ie at the end of the day or on a day we do not run sessions.

#### **4. Trainee teachers**

The statutory guidance<sup>4</sup> states:

*Where applicants for initial teacher training are salaried by the school or college, the school or college must ensure that all necessary checks are carried out. If these trainee teachers are engaging in regulated activity relating to children (which in most cases by the nature of the work, they will be), an enhanced DBS certificate (including children's barred list information) must be obtained.*

*Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks, schools and colleges should obtain written confirmation from the provider that it has carried out all pre-appointment checks that the school or college would otherwise be required to perform and that the trainee has been judged by the provider to be suitable to work with children.*

*There is no requirement for the school to record details of fee-funded trainees on the single central record.*

If tutors of trainee teachers do not have unsupervised contact with children, they will not require a DBS check. If they do have such contact, then it will be the responsibility of their institution to undertake the check and inform the setting that appropriate checks have been made.

#### **5. External organisations**

School and college safeguarding policies should set out the arrangements for individuals coming onto their premises, which may include an assessment of the education value, the age appropriateness of what is going to be delivered and whether relevant checks will be required. Please note the statutory guidance in KCSiE 24 paragraphs 132, 150, which details guidance for reviewing online safety provision by external visitors.

**Note:** The UKCIS external visitors guidance will help schools and colleges to ensure the maximum impact of any online safety sessions delivered by external visitors, see link [Using external expertise to enhance online safety education: Guidance for education settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/using-external-expertise-to-enhance-online-safety-education-guidance-for-education-settings)

Whilst external organisations can provide a varied and useful range of information, resources and speakers that can help schools and colleges enrich children's education, careful consideration should be given to the suitability of any external organisations.

As with other visitors who have been checked by an external organisation, the school should have 'written notification' that appropriate checks have been made and have been reviewed annually and carry out appropriate risk assessments in line with KCSiE 24 in paragraphs 292 to 295.

School and college safeguarding policies should set out the arrangements for individuals coming onto their premises, which may include an assessment of the education value, the age appropriateness of

what is going to be delivered, especially when online safety sessions or online teaching by external visitors including whether relevant checks being required.

## **6. Governors**

This is irrelevant to Woodland Nurture as we do not have a governing body. Any governors attending from any other setting will be treated as an ordinary visitor, not a VIP.

## **7. Parents and relatives**

DfE KCSiE 2024 Part Three states: *Schools and colleges should not request DBS checks or barred list checks, or ask to see existing DBS certificates, for visitors such as children's relatives or other visitors attending a sports day. Headteachers and principals should use their professional judgment about the need to escort or supervise such visitors.*

## **8. Ofsted**

Ofsted have provided NCC with written confirmation that all Ofsted staff who would visit a school have been through a DBS 'Enhanced with barred list information' check. They have also confirmed that all approved additional inspectors have also been through a DBS 'Enhanced with barred list information' check. Ofsted provide a list of all approved additional inspectors at: <https://www.gov.uk/search?q=additional+inspectors>

Schools can regard this note as constituting 'written notification' that Ofsted staff have been subject to relevant checks, as NCC holds the 'written notification' from Ofsted.

## **Implications of the Childcare (Disqualification) and Childcare (Early Years provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 for 'visitors.'**

The Childcare (Disqualification) Regulations 2018 introduced additional requirements for staff who are involved with the education or care of children under six or with the out-of-school care of children under eight. The implications of these regulations are set out in revised statutory guidance. Nottinghamshire County Council has also issued guidance to schools.

**The following groups of people, who could be considered 'visitors' are NOT covered by the 'Childcare Disqualification' legislation:**

1. Caretakers, cleaners, drivers, transport escorts, catering staff, catering and cleaning managers, office staff, DSO catering and cleaning staff who are not employed to directly provide childcare (Statutory Guidance).
2. Health staff, speech therapists, Educational Psychologists.

*'Anybody involved in any form of health care provision for a child, are specifically excluded from the statutory definition of childcare, and are therefore not covered by the legislation' (Statutory Guidance). This includes school nurses, speech and language therapists and education psychologists*

### 3. School governors

*'School governors and proprietors are not covered by the legislation, unless they volunteer to work in relevant childcare on a regular basis, or they are directly concerned with the day-to-day management of such provision.'* (Statutory Guidance).

### 4. Ofsted inspectors

While not specifically referred to in the statutory guidance, Ofsted have informed NCC that in their view Ofsted inspectors are not covered by the requirements of the 'Childcare Disqualification' legislation.

**The following groups of people, who could be considered 'visitors' ARE covered by the 'Childcare Disqualification' legislation:**

a) Peripatetic teachers and special needs teachers who work in reception classes or in childcare settings with children under eight.

*'Where centrally employed local authority staff are deployed to work in relevant childcare settings in schools (for example peripatetic music teachers or individuals supporting children with additional need) it is the responsibility of the local authority to ensure that such staff are compliant with the requirements of the legislation explained in this guidance.'* (Statutory Guidance)

Nottinghamshire County council can confirm that all NCC employed staff in such roles will be subject to the appropriate checks under the Childcare Disqualification legislation.

b) Agency, or third-party organisations, contracted to work in relevant childcare in schools. The agency must confirm that they comply with the legislation (Statutory Guidance).

c) Self-employed contractors employed to work in childcare provision (Statutory Guidance).

d) Trainee and student teachers. Again, the teacher training provider must confirm that they comply with the legislation (Statutory Guidance).

e) Volunteers and casual workers who work in childcare (Statutory Guidance).

*'Volunteers and casual workers (including individuals on work experience) who are directly concerned with the management of childcare provision, or who work on a regular basis, **whether supervised or not**, are within the scope of the legislation and are covered by this guidance.'*

References:

- Whole School Child Protection Policy 2024/2025 NCC and NSCP policy template is available in [NCC Schools Portal Safeguarding section](#) and the NSCP website: <https://www.nottinghamshire.gov.uk/nscp/resources/for-schools>
- [HR Safer Recruitment Guidance available on the school's portal](#)
- [Nottinghamshire Safeguarding Children Partnership: Managing allegations procedures](#)
- KCSIE 2024 Part Four: Allegations made against/Concerns raised in relation to teachers, including supply teachers, other staff, volunteers and contractors has two sections covering the two levels of allegation/concern: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

KCSiE 24 Part Four: Allegations made against/Concerns raised in relation to teachers, has two sections covering the two levels of allegation/concern:

Section 1. Allegations that may meet the harms threshold.

Section 2. Allegation/concerns that do not meet the harms threshold - referred to for the purposes of this guidance as 'low level concerns.' These procedures should be consistent with local safeguarding procedures and guidance.

- Disqualification under the Childcare Act 2006
- Childcare (Disqualification) Regulations 2018 - Statutory Guidance for Schools
- [Coping with a School Emergency / School Emergency Plans](#)
- The UKCIS external visitors' guidance will help schools and colleges to ensure the maximum impact of any online safety sessions delivered by external visitors.
- *Other school, academy, or college policies to be considered and added here, including NEW -how the schools will respond to journalists and media visits and contacts...*



## Directions for Woodland Nurture for Visitors

Woodland Lodge, Rufford, NG22 9HA.

(Please note: The post code doesn't always take you to the correct property.)

[giggle.mission.mixes](http://giggle.mission.mixes)

What3words is a geocoding system for the communication of locations with a resolution of **three** metres. Its an app you can download. These 3 words will take you directly to the car park at Woodland Nurture.

- **For safeguarding reasons, please do not enter the woods until you have called Claire Hughes on 07866882425 or Kate Storey on 07566241412 or email [claire@woodlandnurture.co.uk](mailto:claire@woodlandnurture.co.uk)**

### **From the South:**

Head North on A614 past Limes Café on your left.

Take the next RIGHT turn onto Deerdale Lane, sign posted Eakring.

After a mile, there is a right hand turn to Bilsthorpe, go past this and take the next LEFT turn, sign posted Private Road Stud Farm.

From here you will see the Woodland Nurture signs. Follow these signs up the long drive, past the farm, past the "castle".

Take the next RIGHT turn. Pass a barn on you left, then a bungalow on the right.

Take the left turn at the bottom of the hill. Drive along the woodside. The car park is directly in front of you on the grass.

### **From the North:**

Head South on A614 past Rose Cottage and Rufford Abbey gates.

**Do NOT** turn left onto May Lodge Drive: instead continue along A614 for about 3 miles.

Turn LEFT onto Deerdale Lane, sign posted Eakring.

After a mile, there is a right hand turn to Bilsthorpe, go past this and take the next LEFT turn, sign posted Private Road Stud Farm.

From here you will see the Woodland Nurture signs. Follow these signs up the long drive, past the farm, past the "castle".

Take the next RIGHT turn. Pass a barn on you left, then a bungalow on the right.

Take the left turn at the bottom of the hill. Drive along the woodside. The car park is directly in front of you on the grass.

### **From Newark**

At Caunton turn left onto Maplebeck Road, past the tennis courts, continue along road through Eakring.

Go down the hill, past the wind turbines on your left.

Take the second RIGHT turn, sign posted Private Road Stud Farm.

From here you will see the Woodland Nurture signs. Follow these signs up the long drive, past the farm, past the "castle".

Take the next RIGHT turn. Pass a barn on you left, then a bungalow on the right.

Take the LEFT turn at the bottom of the hill. Drive along the woodside. The car park is directly in front of you on the grass.